

# CLOTHING ALLOWANCE



FUNCTION CODE: 414

EFFECTIVE DATE: 04-25-00

## Contents:

- I. Clothing Allowance Categories
- II. Procedure for Payment of Clothing Allowance
- III. *Repayment of Unauthorized Clothing Allowance***
- IV. Authorized Expenditures
- V. Repair/Replacement of Personal Items
- VI. Proponent Unit
- VII. Cancellation

### I. Clothing Allowance Categories

- A. The amount of clothing allowance authorized will be determined as follows: (CALEA 22.2.8)
  - 1. Formal - Officers are assigned to a unit ***that requires business attire*** 365 days a year. Business attire (e.g., suits/sport coats with shirt and tie, dress, or pant suit) or a combination of formal and informal attire that best suits the varying nature of the responsibilities of the unit will be required by the Chief of Police.
  - 2. Casual - Casual attire (e.g., dress trousers, slacks and shirts, jeans, "T" shirts, cut-offs, etc.) authorized by the Chief of Police as appropriate for the particular assignment. The unit is involved in an active police investigative function at least 16 consecutive workdays.
  - 3. Partial - Civilian attire on a non-regular basis as required by the Chief of Police.
- B. ***Officers in the*** following units, in accordance with the above policies, are authorized to receive clothing allowances as indicated:

#### Formal

- ***Background Section***
- Central Auto Theft Section
- District Investigative Sections
- ***Family*** Services Division
- Fraud Section
- Investigative Services Bureau Administration
- ***Major Crimes Division (except Collision Reconstruction Section)***
- ***Office of Internal Affairs***
- Pawn Section
- ***Policy Development Unit***

- ***Office of Planning, Director***
- Polygraph Unit
- Special Investigations Division
  - Casual
  - ***Firearms Examination Unit***
  - Fleet Coordinator
  - ***Fugitive Section***
  - Special Assignment Teams
  - Tactical Section
    - Partial
    - ***Assistant Chiefs***
    - ***Chief of Police***
    - Community ***Outreach*** Section
    - ***Office of Legal and Labor Relations***
    - ***Personnel Division, Director***
    - ***Recruitment Section (Polygraph/CVSA Operators only)***

- C. The maximum annual allowances for each category shall be established in accordance with the current collective bargaining agreement in effect between the FOP Lodge 35, Inc., and the county government.

### II. Procedure for Payment of Clothing Allowance

- A. In order to receive a clothing allowance, regardless of category, the following conditions will apply:
  - 1. ***A memo requesting the clothing allowance and/or clothing advance must be sent through the officer's chain of command to the Director, Management and Budget Division, with a copy of the transfer order.***
  - 2. The officer must be permanently assigned to a unit that has been designated as eligible to receive a clothing allowance.
  - 3. The officer must be assigned for at least one full pay period.
  - 4. The officer must be responsible for performing all the duties and responsibilities of the unit to which the officer is assigned.
- B. ***Temporary Assignments***  
***Officers who work a temporary assignment in a unit designated to receive a clothing allowance will be eligible to receive a clothing allowance***

***for the duration of the temporary assignment provided they work in the temporary assignment for a minimum of two calendar quarters. An officer who wishes to receive a clothing allowance advance must submit a written memo with the duration of the temporary assignment as specified in section II.A.1, above. If the duration of the assignment is unknown, the officer may be eligible for reimbursement at the end of the temporary assignment. The amount of clothing allowance an officer will receive will be prorated commensurate with the length of the temporary assignment.***

- C. The amount of a clothing allowance paid to an officer will be prorated according to the number of full pay periods the officer is assigned to the eligible unit subject to the conditions in section II.A, above.

D. Advance Payment

Officers transferred to a position, which is a non-uniform capacity, shall receive a clothing allowance advance under the following conditions:

1. The officer must be transferred from a uniform to a non-uniform status for at least two full pay periods.
2. The officer must not have worked in the past calendar year in a unit which receives a clothing allowance.
3. The advance received shall be equal to the amount the member is entitled to ***receive for a six-month period.***

E. Regular Payment

1. Officers are reminded that when considering payment requests, clothing allowances are tallied by fiscal year (July to June).
2. The clothing allowance shall be paid to the eligible officer in quarterly installments every three months from the time the unit member is assigned. Clothing allowance payments are made to officers in January, April, July, and October. The amount paid shall be pro-rated for the quarter relative to the officer's assignment.
3. Officers receiving a clothing allowance shall receive a \$70.00 annual shoe allowance to be pro-rated and paid with the quarterly clothing allowance.
4. During the first week of the month prior to payment, the Management and Budget

Division will distribute the list of those who received clothing allowance payments the previous quarter to each bureau chief and the Office of the Chief. The bureaus and Office of the Chief will make any necessary corrections (*e.g., additions, deletions, category changes, etc.*), ***except for newly transferred officers***, and return the list to the Management and Budget Division by September 15, December 15, March 15, and June 15, each year. ***Newly transferred officers must not be automatically placed as additions to the list. They must first follow the requirements in section II.A.1.***

- F. Clothing allowance receipts are no longer necessary. ***However, officers who request reimbursement for clothing that has been replaced or repaired under section V shall provide the receipt for the replacement item or repair with the request.***

***III. Repayment of Unauthorized Clothing Allowance***

***Officers who are no longer eligible to receive a clothing allowance (i.e., due to transfer from an eligible position) must repay the county the amount of any clothing allowance received after the date of ineligibility. For the specific procedures, officers should contact the Management and Budget Division.***

***IV. Authorized Expenditures***

- A. Purchase of clothing items shall be compatible with duty assignment.
- B. Repairs to clothing items not made by the laundry contractor are the responsibility of the officer. Non-uniform officers shall be permitted to have one pair of shoes per year repaired by the county contractor. The Supply Section maintains a list of current county contractors.
- C. The purchase or repair of jewelry, watches, glasses, sunglasses, or any other personal items is NOT an authorized clothing allowance expenditure, except under the provisions of section V.

***V. Repair/Replacement of Personal Items***

- A. The county will repair or replace personal items which are lost or damaged in the line of duty.

The item must be moderately priced and an item normally worn with the style of clothing required in the unit of assignment. The loss or damage incurred cannot be the result of negligence.

- B. Civilian clothing worn by officers while operating PPVs will be considered personal items.
- C. Requests for reimbursement will be in memorandum format to the **Director, Management and Budget Division**, via the chain of command and contain the following information:
  - 1. Description of the item **to be replaced or repaired**
  - 2. **Receipt for the repair or replacement item including cost**
  - 3. Circumstances regarding the loss or damage
  - 4. First endorsement by immediate supervisor
- D. The department **will not reimburse for** items of clothing or equipment **that are** personally purchased (e.g., handguns, badges, flashlights, nightsticks, radios, CBs, etc.) which are nonessential or purchased and used in lieu of, or in addition to, equipment **or clothing** issued by the department.

VI. **Proponent Unit:** Management and Budget Division

VII. **Cancellation**

***This directive cancels Function Code 306, effective date 01-28-99.***



Charles A. Moose, Ph.D.  
Chief of Police